

Communication, as appropriate for assigned duties:**Ratings: 4 3 2 1**

Written Communication				
Verbal Communication				
Comments:				

Adaptability/Initiative:**Ratings: 4 3 2 1**

Performance in new situations				
Performance in workload crisis				
Performance with minimal instruction				
Self-reliance				
Resourcefulness/problem solving ability				
Accepts and carries out assigned duties				
Ownership in work product				
Provides training and instruction				
Uses good judgment				
Comments:				

Work Habits:**Ratings: 4 3 2 1**

Observance of work hours				
Attendance				
Observance of rules and regulations				
Observance of safety rules				
Compliance with work schedule				
Comments:				

Lead Responsibilities (If applicable)**Ratings: 4 3 2 1**

Planning				
Setting an example				
Making decisions				
Fairness and impartiality				
Approachability				
Comments:				

Personal Relations**Ratings: 4 3 2 1**

Meeting and interacting with the public				
Getting along with fellow employees				
Personal appearance appropriate for assigned duties				
Comments:				

OVERALL RATING

<p>4 = Commendable – The employee’s work consistently exceeds the standard for this position.</p> <p>3 = Competent – The employee’s work is consistently satisfactory.</p> <p>2 = Needs Improvement – The employee’s work needs to improve.</p> <p>1 = Unsatisfactory – The employee’s work is unsatisfactory.</p>

This performance evaluation represents my best judgment of this employee’s performance. My signature indicates I have discussed this evaluation with the employee.

Immediate Management Supervisor /Evaluator _____ Date _____

This performance evaluation has been discussed with me by my Immediate Manager/Evaluator. I understand that my signature does not necessarily mean that I agree with this evaluation. I know this evaluation will become part of my personnel file and I have the right to respond in writing (CSEA/YCCD Contract, Article 8).

Employee _____ Date _____